

**HYDE COUNTY SCHOOLS  
DIRECTOR OF EXCEPTIONAL CHILDREN  
AND SPECIAL PROGRAMS**

**Nature of Work**

The Director of Exceptional Children and Special Programs provides leadership to the local educational agency programs for exceptional children's programs, beginning and residency teachers, and the development, implementation, and evaluation of specific areas assigned by the superintendent to benefit the system's total educational program.

The Director of Exceptional Children and Special Programs is part of the local leadership team and works under the superintendent or designee's general supervision. The director cooperates with the principals, other school personnel, related service agencies, parents, and the community. The overall responsibility of the director is to administer the exceptional children's program with local, state, and federal guidelines, rules, regulations, and laws.

**Knowledge, Skills, and Abilities:**

- Working knowledge of record-keeping and reporting techniques.
- Some knowledge of management principles.
- Skill in effective oral and written communication.
- Ability to motivate, influence, and shape individuals to ensure continuous organization development and improvement.
- Ability to gather and analyze data.
- Ability to plan and supervise the work of others.

**Requirements**

- A master's degree in an exceptional children area or an advanced (sixth year) degree in school psychology
- Three graduate semester hours of credit in each of the following:
  - Administration
  - Curriculum development
  - Supervision
- NTE/Praxis Educational Leadership: Administrative and Supervision. [Educational Testing Service \(ETS\)](#)
- OR
- A master's degree in administration and/or curriculum instruction
- Nine semester hours of coursework in exceptional children
- NTE/Praxis Educational Leadership: Administrative and Supervision. [Educational Testing Service \(ETS\)](#)

**Essential Job Functions:**

- Provides leadership in developing comprehensive program plans as well as implementing and evaluating the planned programs for Tier II and Tier III Students
- Determines program needs and allocates resources of staff and materials

- Attends meetings (i.e. IEP meetings) with parents and staff in order to assist in facilitating appropriate programs and services for individual students
- Assists/prepares budgets, coordinates with other departments or agencies to assure maximum services, and maintains records/reports/inventories in accordance with local/state/federal policies
- Shares information about programs with various stakeholders, serves as a liaison between the school system and other agencies
- Gathers and analyzes program evaluation data
- Participates in regional and state meetings pertaining to education programs
- Shares information with staff regarding best practices in special education, instructional issues, and state and federal requirements regarding services for students with special needs and disabilities, Section 504 and other support-related programs
- Consults with staff and administrators regarding discipline issues of students with special needs and disabilities
- Coordinates and conducts professional development activities for staff working with students with special needs and disabilities
- Makes presentations district-wide to EC staff, counselors, social workers, school psychologists as well as other district employees regarding working with students with special needs and disabilities
- Stays informed of state and federal laws and procedures for programs for students with special needs and disabilities as well as students in need of intervention
- Collaborates with district administrators in the selection and placement of exceptional children personnel, counselors, social workers, school psychologists, and assists in evaluating staff
- Ensures, along with building administrators, that EC and student support are providing appropriate instruction, support, and services to students with special needs and disabilities
- Performs other duties and responsibilities as assigned by supervisor
- Implements the BT and Residency plans, updates all reports, and successfully onboards new employees
- Trains and ensures updated certification of mentors
- Maintains all paperwork related to Exceptional Children and Special Programs

### **Physical Requirements**

- Must be able to frequently lift and/or carry up to 10 pounds.
- Must be able to frequently push or pull up to 10 pounds.
- Must be able to travel, sit or stand for extended periods of time.
- Must be able to occasionally perform the following: climbing, crawling, kneeling, crouching, overhead lifting, stooping, fine manipulation, bending, keying, and balancing.

### **Employment Term**

- 12 months
- Full-time with benefits

**Salary:** ADM I

**Reports To:** Superintendent

**FLSA Status:** Exempt

**Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.